

VACANCY ANNOUNCEMENT

(Announcement No. 15-11)

OPEN TO: All Qualified Candidates
POSITION: **Translator, Personal Services Contract**
OPENING DATE: April 23, 2015
CLOSING DATE: Until filled
WORK HOURS: Full-time; 40 hours/week
SALARY: Salary will be based on the qualifications of the applicant.

NOTE: THIS IS A LOCAL, CONTRACT POSITION. THE SELECTED CANDIDATE WILL COME UNDER LAO LABOR LAW. ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN LAOS AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Lao/English **Translator**. This position is based in Vientiane, Laos.

BASIC FUNCTION OF POSITION

Under the supervision of the Human Resources Officer in the U.S. Embassy in Vientiane, the incumbent provides timely and tailored English translations of Lao-language documents and media (audio and video). The position is full-time (40 hours per week). This contract position will work independently and not out of the U.S. Embassy in Vientiane. The successful candidate will have native fluency in Lao as well as excellent English language skills and demonstrate the ability to quickly produce idiomatic and grammatically correct written products. The position will require good judgment, basic analytic skills, and the ability to meet deadlines.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** At least completion of secondary school is required. A college or specialized institute degree is desirable.
2. **Prior Work Experience:** Two to three years' experience working as a translator is preferred.
3. **Language Proficiency:** Level IV (fluent) in written and spoken English and Lao is required.
4. **Knowledge:** Some knowledge of both U.S. and Lao foreign and domestic policy issues, and Laos' economic, social and political structure is required.
5. **Skills and Abilities:** Ability to work under deadline. Ability to scan, comprehend and summarize quickly. Flexibility to adjust to shifting priorities and focuses. Ability to draft and translate. Excellent knowledge of word processing and modem transmission systems.

HOW TO APPLY

Interested applicants for this position must submit the following for the application to be considered:

1. Resume and contact information

2. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy
Thadeua Road Km9, Somvang Tai Village
PO Box 114, Vientiane, Laos
(Hardcopy or e-mail attachments are accepted)

POINT OF CONTACT

Telephone: 856-21-487221
Fax: 856-21-488002
E-mail: Schroederpa@state.gov

Interested persons should contact Embassy Human Resources Officer for more information.

Only shortlisted candidates will be contacted.
CLOSING DATE FOR THIS POSITION: Until filled
An Equal Opportunity Employer